

MINUTES
Cass County Public Library Board of Trustees
Regular Board Meeting
CCIC – Pearson Hall
May 17, 2023 @ 4:45pm

Call to Order: 4:45pm

Trustees present: Becky Klein, Tonya Long, Jessica Levsen, Roger Toomey, Diana Larson
CCPL Staff present: Dan Brower, Robin Hudson, Lori Schneider

Pledge of Allegiance

Board President Tonya Long announced that April Nourse resigned from the Board of Trustees. She also introduced new board member Diana Larson, and indicated Diana could introduce herself during Trustee's Comments.

Approval of Agenda

Jessica Levsen moved, seconded by Diana Larson, to amend the agenda to add under New Business "New Partnership with Cass County Health Department". On roll call vote: Toomey-Abstain, Larson-Aye, Long-Aye, Levsen-Aye, Klein-Aye. Motion passed.

Jessica Levsen moved, seconded by Diana Larson, to approve the amended agenda. Motion passed by majority vote.

Consent Agenda

Jessica Levsen moved, seconded by Tonya Long, to approve the consent agenda as revised, including the regular meeting minutes from April 19, 2023, the financial reports for April, and the revised May payables. Motion passed by majority vote.

Public Comments

The Board heard comments from Connie Poisal.

Unfinished Business

Tonya Long moved, seconded by Jessica Levsen, to amend the monthly rent payment to CCIC to \$7,373 until further notice. On roll call vote: Toomey-Aye, Larson-Aye, Long-Aye, Levsen-Aye, Klein-Aye. Motion passed.

The Unattended Children Policy was discussed. Becky Klein moved, seconded by Jessica Levsen, to adopt the Unattended Children and Vulnerable Adults Policy as revised to "children under the age of 10", along with replacing "provide short-term or long-term child care" with "provide any child care", and replacing "responsible person should remain in sight of the child" with "responsible person must remain in sight of the child". Motion passed by majority vote.

Recording in the Library and at Meetings information was discussed. Jessica Levsen moved, seconded by Tonya Long, to begin to record CCPL monthly meetings.

Jessica Levsen amended the motion to have meetings recorded starting with the July meeting. Becky Klein seconded. Motion passed by majority vote.

After discussion, the Digital Video Camera Operational Policy was tabled.

The Public Records and Retention Policy was discussed. Becky Klein moved, seconded by Tonya Long, to adopt the revised Public Records and Retention Policy as amended. Motion passed by majority vote.

New Business

Director Brower gave a presentation about the Re-engagement Campaign, including statistics about the postcards and emails sent to Cass County residents in February and March.

Director Brower gave a presentation about the Collection Diversity Audit performed by Midwest Tape and Ingram Library Services.

The Collection Management Policy was discussed, and the board consensus was to save the item for a future work session.

Director Brower explained Staff Development Day was planned for Monday, September 25, and all locations would be closed on that day. There were no objections from the board.

The Pleasant Hill Grand Opening Event was discussed. The board consensus was to stick to CCPL policy and not have alcohol served at the event.

The new partnership with the Cass County Health Department was discussed. The board would like to hear from the Cass County Health Department regarding the library being a Narcan distribution point. Assistant Director Robin Hudson shared information about the online training videos available on the Cass County Health Department website.

Director's Report

Staff changes include: Tim Russell, Public Relations & Marketing Coordinator, resigned effective 5/26/23. New hires include: Kim Croft as 24-hour Bookmobile Driver, Chelsea Cochran as Genealogy Substitute, and Kate Mounce as Garden City Substitute. Open positions include: 12-hour and 20-hour Library Assistants at Pleasant Hill.

Branch Activity Reports

Director Brower gave an update on the new Pleasant Hill building, including a sixth field report for the project and an updated timeline.

Trustees' Comments

Jessica Levsen gave an update about the most recent CCIC meeting she attended, including Harrisonville building maintenance issues and the 2024 CCIC budget.

New board member Diana Larson introduced herself.

Recess to Executive Session

At 7:16pm, Jessica Levsen moved, seconded by Diana Larson, to recess to executive session under Missouri Revised Statute 610.021.2 to discuss real estate issues, Missouri Revised Statute 610.021.12 to discuss bids, and Missouri Revised Statute 610.021.3 to discuss personnel issues. On roll call vote: Toomey-Aye, Larson-Aye, Long-Aye, Levsen-Aye, Klein-Aye. Motion passed.

At 8:07pm, Tonya Long moved, seconded by Jessica Levsen, that the closed executive session end and regular session resume. On roll call vote: Toomey-Aye, Larson-Aye, Long-Aye, Levsen-Aye, Klein-Aye. Motion passed.

Actions from Executive Session

Becky Klein moved, seconded by Jessica Levsen, to approve Executive Session Real Estate Minutes from 4/19/23 and Executive Session Personnel Minutes from 4/19/23. On roll call vote: Toomey-Aye, Larson-Abstain, Long-Aye, Levsen-Aye, Klein-Aye. Motion passed.

Adjournment

It was moved that the meeting adjourn. This was seconded and passed by majority vote at 8:08pm.

The next regular scheduled meeting will be held Wednesday, June 21, 2023 at 4:45pm.

Approved by the Board on _____, 2023

Secretary

Library Director